

COTA CONDUCT AND GENERAL INFORMATION **ADC STAFF AND LAW ENFORCEMENT**

Conduct

Employees and/or guests who come to COTA are reminded that cadets learn from all of us, 24/7, not just when they are in class, therefore, professional behavior, appearance, and conduct is expected at all times. Your attention to this important opportunity to model expected behavior is much appreciated by the COTA staff.

Protocols

Cadets are required to observe a number of protocols that are different than what is normally required in our prisons.. Cadets are required to attend formation at 0700 and 1600 each day for raising and lowering of the colors. During these brief ceremonies, the appropriate bugle calls will be broadcast over the PA system, and visiting instructors, students and guests are asked to cease movement, conversation, and render the appropriate honors to our flag.

Another protocol observed by cadets is to call out “make way” when visiting staff/instructors approach their class outdoors in the classroom area. Guests are asked to respond with “carry on” or “as you were” if they have no need for those cadets to interrupt their break.

Parking

Parking for in-service training, instructors and cadets is located in the East parking lot, first entrance into the Academy. The speed limit on the paved perimeter roadway is 5 MPH. Motorists are asked to be mindful of pedestrians, runners, K9’s, and small children.

Off-Duty Attire

COTA guests are expected to professionally represent the Department at all times. Off-duty attire will be appropriate for the season and function. The following clothing items are prohibited: t-shirts with inappropriate slogans, half-top shirts, tank tops, mesh or net shirts, halter tops, bikini top/bottoms, cut-off shorts, short shorts, any revealing or otherwise inappropriate clothing. The COTA commander reserves the right to ultimately rule on questionable clothing choices; however, all guests are asked to dress appropriately and conservatively. Again, cadets are highly impressionable.

Smoking

No smoking or tobacco chewing is permitted in any building, dorm room, or dorm day room. Smoking is authorized in designated outside areas only, which are identified by green and white signs. All tobacco products must be disposed of/extinguished properly.

Intoxicants

The consumption of alcohol on the academy grounds is prohibited on state property. The consumption of alcohol may be approved for special functions held at the academy, but must be approved in writing by the Director.

Firearms

All personally owned weapons brought onto the facility will require a copy of the “ADC Off-Duty Handgun Authorization Request/Approval” form. Firearms will be secured in an approved gun safe in state vehicles so equipped, or in either the COTA armory or weapons lockers located in the administration lobby.

Valuables/Security

All dorm room doors will be locked when unoccupied. Guests are asked to refrain from storing large amounts of cash or valuables. There are no safes or other secure storage lockers for such items at COTA, and if kept in the rooms, guests are asked to carry or wear valuables or store them securely out of sight.

Telephones

Staff requiring use of a phone should ask a permanently assigned COTA staff for access. The COTA Duty Officer (class advisor) can provide access to a phone after hours. Cell phones may be used however; cell phone reception is spotty on campus.

Duty Officer

COTA provides an on-site Duty Officer to assist you and answer any questions. The Duty Office is located on the west end of Dorm 7. The duty officer carries a cell phone (520-282-2727) which you can call if the duty officer is away from the officer making security checks. Duty Officer hours are Sunday through Thursday, 1530 to 2330; Friday, 1000 to 1800.

Computer Access

The extra key on your room key will access the computer lab, also located in dorm 7 on the east end. Guests are also invited to make use of our new wireless internet access. The bandwidth will also vary depending on the number of users, and the access points are in the classrooms, admin building, and dorm 8.

Laundry

Washing machines and dryers are provided free of charge. One laundry room is located by the west door of the Dorm 8 Day Room. The second laundry room is located in the building south of the Administration building. You must provide your own laundry soap, fabric softener, etc. and clean filters in dryers after use. Washers and dryers are not available from 0730 to 1500 Monday through Friday as they are used by the inmate housekeeping work crew.

Meals

Meals are provided per DI #274. You may eat breakfast between the hours of 0530 to 0700. Lunch time will be assigned dependent upon the class you are attending. Dinner may be eaten between the hours of 1600 to 1730. Cadets eat with their respective class and enter the dining room in single file. We request that you wait until the class has been served before entering the line.